

# Targeted Research Coordinator

## Position Details

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### Position Information

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| <b>Department</b>                         | College of Forestry Adm (FOR)                                    |
| <b>Position Title</b>                     | Coordinator-Res Program  |
| <b>Job Title</b>                          | Targeted Research Coordinator                                    |
| <b>Appointment Type</b>                   | Administrative/Professional Faculty                              |
| <b>Job Location</b>                       | Corvallis  |
| <b>Position Appointment Percent</b>       | 100  |
| <b>Appointment Basis</b>                  | 12   |
| <b>Faculty Status</b>                     | Regular  |
| <b>Tenure Status</b>                      | N/A  |
| <b>Pay Method</b>                         | Salary   |
| <b>Pay Period</b>                         | 1st through the last day of the month                            |
| <b>Pay Date</b>                           | Last working day of the month                                    |
| <b>Recommended Full-Time Salary Range</b> | Salary is commensurate with education, training, and experience. |

### Position Summary

**The College of Forestry is seeking a Targeted Research Coordinator. This is a full-time 1.00 FTE, 12-month, professional faculty position.**

The Targeted Research Coordinator manages the activities required to support the Federal and State targeted research programs and institutes in the College of Forestry. The incumbent works with the relevant college faculty and staff and serves as a strategic planning resource for research supported via legislative actions and government appropriations. The position provides dotted line budget support to the Director of the TallWood Design Institute (TDI). The coordinator is a proactive partner with the Budget Director, Research Administrator, Associate Dean, TDI Director, and faculty in identifying and pursuing relevant funding opportunities for research, is knowledgeable of Forestry's research programs and faculty expertise, contributes to the assignment and management of related projects, and serves as a liaison for promoting the target research programs and their impacts.

The Coordinator is responsible for targeted awards management; maintaining an in-depth knowledge of university and Federal/State legislative appropriation requirements. They provide policy review, interpretation and guidance for Forestry's targeted programs and institutes, coordinating and assisting with all documentation for presentations to stakeholders and legislatures. The incumbent facilitates and manages the completion of administrative, financial, and cost share reporting for targeted research in collaboration with the Budget Director, Business Center, and other relevant college and university units. Additionally, they manage the internal award processes for appropriated funds; collecting proposals, identifying budget allocations, and monitoring/reporting actual expenditures to authorized budgets.

### Position Duties

#### **60% – Research Proposal Support:**

- Organizes and manages internal calls for targeted research programs, such as Sustainable Wood Products and Fish & Wildlife Habitat in Managed Forests. Distributes request for proposals (RFPs), intakes proposals and budgets, seeks clarification from PIs, as needed, oversees review process including internal and external stakeholders, and coordinates award information.
- Provides back-up for and assists the research program administrator with pre-award requirements and submission for grant proposals. This includes, working with principal

investigators (PIs) to fully support their proposal development process including the determination of salary, other payroll expenses (OPE), tuition costs, sources of cost share funding to PI; identifies supporting documentation necessary for subawards and third-party cost share; confers with Office for Sponsored Research and Award Administration (OSRAA) and agency contacts as needed to clarify proposal requirements; and manages routing proposals through CAYUSE.

- Reviews, recommends and/or makes changes to college procedures, guidance and carrying out of pre-award proposal support, including development of new internal forms, tools, and online processes.
- Works with the College Research Office Staff, Associate Dean and Communications to promote College research activities and results.

#### **25% – TallWood Design Institute (TDI) Fiscal Operations, Funds Management, and Budget Analysis:**

- Manages TDI funding (state funds, grants & contracts, foundation/gift, workshop, fee, designated operations).
- Organizes and manages internal calls for proposals, distributes request for proposals (RFPs), intakes proposal and budgets, seeks clarification from PIs, as needed, oversees review process, and prepares award information.
- Oversees all activities related to budgetary analysis, status, trends and fiscal projects. Works closely with Oregon State University (OSU) administrative, business center, and award management staff, and uses electronic systems within and outside OSU such as Grants.gov, Grant Reporting System (GRS), Banner, Cooperative Open Reporting Environment (CORE), CAYUSE, and Data Warehouse to track budget spending and assure proper allocation of expenditures and labor distributions, plan and evaluate operations, and confirm appropriate corrections and changes have been made.
- Implements and tracks cost share commitments. Initiates and prepares various documents and forms such as no-cost extension/Organizational Prior Approval System (OPAS) forms to resolve compliance, funding, and timing issues.
- Formulate, develop, implement, and ensure adherence with administrative policies and procedures to assure sound financial operations and compliance with state, federal, and university policies and laws.

#### **10% – McIntire-Stennis Program Funds Management, Analysis and Reporting:**

- Administers the Federal McIntire-Stennis (MS) capacity funding program, budget/expense monitoring and financial reporting to the National Institute of Food and Agriculture (NIFA) with input and direction from Budget Director.
- Manages and oversees the Colleges MS program in the United States Department of Agriculture (USDA) NIFA reporting portals (REEport, and NRS).
- Coordinates budget expenditures and reporting with Business Office accountants; monitoring for appropriate burn-rate and compliance with applicable OSU, State and Federal requirements.
- Assists faculty with progress and final reporting in USDA REEport and NRS reporting portals.

#### **5% – Leadership:**

- Actively participates with the Budget and Research Office teams and the Associate Dean on strategic and tactical planning, activities, and events.

#### **Minimum/Required Qualifications**

- Bachelor's degree with 2 years demonstrated work experience in targeted funds or grant proposal identification, submission, awarding and management; OR 5 years of comparable work experience in administering research programs in natural resources, science or engineering fields.
- Demonstrated disciplinary expertise through education or experience in forestry, natural resources, biological sciences, wood science and engineering, or other closely related STEM discipline.
- Demonstrated verbal and written communication and interpersonal skills.
- Demonstrated ability to work in a team environment and collaborate effectively with individuals and small groups, and to coordinate work with other units/agencies.
- Demonstrated ability to be self-motivated, with strong organizational skills, in an environment with limited supervision and frequent tight deadlines.
- Proficiency with Microsoft (MS) Office suite and in particular, proficiency with budgeting within MS Excel.
- A demonstrable commitment to diversity, equity, and inclusion in the workplace.
- This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

#### **Preferred (Special) Qualifications**

- Research administration in a university setting, particularly with targeted, appropriated funds.
- Knowledge of Banner (Ellucian) enterprise resources planning software, management reporting software and CAYUSE.
- Experience in preparing proposals for federal funding agencies such as U.S. Department of

Agriculture, National Science Foundation and National Institute of Health.

- Demonstrated understanding of scientific and technical processes.

#### Working Conditions / Work Schedule

Sitting for long periods of time in an office setting. Occasional after-hours or weekend work required. Occasional travel for conferences and meetings, and work outdoors to visit research sites. Work from home/remotely agreement possible with approval from supervisor.

This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.

No

#### Posting Detail Information

**Posting Number** P05651UF

**Number of Vacancies** 1

**Anticipated Appointment Begin Date** 08/01/2022

**Anticipated Appointment End Date**

**Posting Date** 05/31/2022

**Full Consideration Date** 06/19/2022

**Closing Date** 06/30/2022

**Indicate how you intend to recruit for this search** Competitive / External - open to ALL qualified applicants

#### Special Instructions to Applicants

**To ensure full consideration, applications must be received by June 19, 2022. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.**

When applying you will be required to attach the following electronic documents:

1) A resume; and

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

3) A Diversity Statement: Discuss your experiences, education, and commitment to justice, equity, diversity, and inclusion (JEDI). Provide a concrete example of your commitment and how you might apply it to your work in this position. Please be specific and describe what behaviors you display to support and encourage a diverse and collaborative work environment. (Upload as separate document.)

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: Cathy Knock at [cathy.knock@oregonstate.edu](mailto:cathy.knock@oregonstate.edu).

OSU is committed to the health of our local and global community. All employees and students are required to comply with the university's COVID-19 Vaccination Program. Please visit <https://covid.oregonstate.edu/> for additional information about OSU's plans for safety and success, as well as options for compliance with the vaccination program.

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Documents Needed to Apply

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### Required Documents

1. Resume
2. Cover Letter
3. Diversity Statement

### Optional Documents